



**Job Location:** 400 Deaderick Street – Nashville TN 37243

### **Director 3 – Child Care Licensing Program**

*\*\*Due to our efforts to find the best possible candidate for this position, we are continuing our search.*

The Department's mission is to offer temporary economic assistance, work opportunities and protective services to improve the lives of Tennesseans. Our vision is to be a leader in effectively partnering with human service customers in establishing or re-establishing self-sufficiency to create a better quality of life.

The Licensing Program Director is responsible for providing state office program direction, staff management, technical assistance and leadership within the Licensing Program. This individual will also interface with intra-departmental partners in the Assessment and Certificate Program as well as federal partners within the administration of Children and Families –Office of Child Care. The licensing operation mission is to protect children in group settings as it relates to safety and supervision through rigorous regulation and education. The Director will manage a team of regional program supervisors with overall responsibility for approximately 100 individuals statewide. The end result will be licensing and monitoring of all child care agencies throughout the State of Tennessee. This position reports directly to the Director 4 – Child Care Services.

#### **Position Responsibilities:**

- Direct program staff in the issuance and oversight of child care licenses across the State of Tennessee
- Direct program staff in the delivery of best practices in early care and education
- Director's primary scope of responsibility is in effective management of people to ensure accomplishment of goals and accountability to processes and expectations
- Develop, review, interpret and implement relevant federal and state policies and procedures; determine applicability of new and revised policies and make recommendations for changes to existing state policies
- Develop and uphold professional practices that deliver desired outcomes, measurements and expected future goals for service delivery based upon ongoing program review
- Provide leadership and direction to program staff regarding interpretation and enforcement of licensing procedures and rules

- Provide leadership in recruiting, training, and retaining licensing program staff who effectively support the program's mission
- Review contracts to ensure departmental requirements are met
- Represent the Department at Federal, Regional and Statewide meetings and conferences

#### **Position Requirements:**

- Bachelor's degree in Early Childhood Education, Child Development, Public Administration or other directly related field.
- Master's degree is preferred in directly related field as indicated
- Demonstrated experience and ability to manage a direct team and large scale workforce and successful implementation of accountability measures
- Proven ability and experience to foster teamwork and lead a team and large workforce toward the identified vision and goals
- 5 Years of staff and program management experience with a major program is required.
- The ideal candidate will have knowledge, professional and leadership experience in Early Childhood Development programs.

#### **Information regarding State of Tennessee benefits:**

<https://www.tn.gov/hr/employees1/benefits.html>

#### **How to Apply:**

- Please submit resume and cover letter outlining your related experience to [talent.management.dhs@tn.gov](mailto:talent.management.dhs@tn.gov). All email submissions must include in the subject line: Child Care Licensing Program Director
- **Target Salary:** \$72, 000 per year. Salary offer will be commensurate with knowledge, skills and experience directly related to this job.

Applicants may be subject to background check.

Any position, however, could ultimately be designated as (AWS), work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.) This position is not designated with flexible work options.

*Pursuant to the state of Tennessee's policy of non-discrimination, The Tennessee Department of Human Services does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.*